



DEPARTMENT OF THE ARMY
Joint Forces Headquarters, Kentucky National Guard
Office of the Adjutant General
Boone National Guard Center, 100 Minuteman Parkway
Frankfort, Kentucky 40601-6168



KG-AG

1 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TAG Policy Letter P07-021, Full-Time National Guard Duty Operational Support (FTNGDOS) (Formerly ADSW) Hiring Policy

1. References:

- a. NGB Memorandum, NGB-ARH Policy Memo #06-023 dated 21 April 2006, Subject: Guidance for Title 32 (T32) Full-Time National Guard Duty Operational Support (FTNGDOS) programs and T32 Full-Time National Guard Duty Counter-drug (FTNGDCD) program.
- b. AR 135-200, Chapter 6, Active Duty Missions, Projects, and Training for Reserve Component Soldiers dated 30 June 1999.
- c. DAPE-MPE Memo, SUBJ: Definition of the Term Operational Support, dated 13 SEP 05.
- d. NGB-J1 Memo, SUBJ: (All States Log Number P06-0014) Guidance for Members Performing Duty under the Authority of Title 32 USC Sec 502(f), dated 17 JAN 07.
- e. Under Secretary of Defense Memo, SUBJ: Operational Support Duty – update 29 JAN 07.
- f. NGB-ARH-S Information Paper, SUBJ: Active Duty for Operational Support Duty (ADOS), dated 21 FEB 07.

2. Units and Directorates of the Kentucky Army National Guard will conduct hiring boards for all Soldiers hired for FTNGDOS programs. These programs include the Mobilization Augmentee (FTNGDMA), Full-Time Equivalent (FTE) and Outreach. Approval from the HRO must be obtained to conduct an administrative board if only one person applies for a position. To allow for fair competition, HRO hiring process procedures should be followed and interview boards conducted for two or more Soldiers applying for a job. The J-3, J-1 and the HRO will determine the advertisement and board process for the programs they are funding.

3. Positions that are less than 30 days in duration will not require this hiring process unless the Soldier has exceeded 1000 consecutive days of ADOS in the last three years. Soldiers interested in applying for a FTNGDOS position will submit a packet for the advertised position using the KYFTNGD checklist that will include a signed copy of a 369 and the following:

a. Medical documentation:

- (1) Current MEDPROS printout. If a Chapter 3 physical is within 5 years, but over one year

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(2) Negative HIV test within the last 2 years.

(3) Female applicants must have a negative pregnancy test. Pregnancy is a disqualifying factor for entry on any duty greater than 30 days and for renewal tours.

b. An updated / signed DA Form 2-1 and a completed DA Form 1058-R:

(1) Block 24 will include the statement that "unit commander signature in block 35e indicates that the commander releases the Soldier for duty at the discretion of the gaining unit / activity selecting supervisor." (See paragraph 5)

(2) Only unit Commanders can sign block 35e. Commanders may not delegate the authority to sign the DA Form 1058-R.

(3) The length of time a Soldier is allowed to spend on FTNGD must be annotated in block 35a-d.

c. DA Form 705 and DA Form 5500 / 5501 if necessary which reflects the soldier meets established standards.

d. Retirement Points Accounting Management (RPAM) statement.

e. Soldiers on INCAP will not be allowed to be placed on duty for Title 32 (T32) FTNGDOS and FTNGDCD programs.

4. When attending schools 15 days or less, the Program Manager for the ADOS funds will provide to the USPFO Accounting Branch on a transmittal a copy of the travel order citing the appropriate school account and a copy of the ADOS order. A Journal Voucher will be processed to charge the Pay & Allowance for the dates on the travel order to the school account and the account on the ADOS order will be credited.

5. Soldiers on FTNGD tours may attend annual training (AT) and inactive duty training (IDT) with approval of their selecting supervisor, however, no travel or per diem is authorized. The only provision for travel orders is for travel for schools 15 days or less and travels in support of the ADOS order. The Program Manager for the ADOS funds will determine if the travel falls within the intended purpose.

6. Unless authorized by the TAG and DARNG, Soldiers will not be placed on FTNGDOS orders or offered follow-on orders that will place them within two years of becoming eligible for retired pay (sanctuary) or retain pay. TAG and DARNG approval must be obtained to remain on FTNGDOS orders for more than 1095 days in the preceding four years. Additionally, Soldiers will not be placed on State Active Duty (SAD) orders concurrently while they are on FTNGD orders.

7. The following general guidance is given:

a. FTNGDOS program is not meant to replace the full time workforce of the Kentucky Army National Guard.

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b. FTNGDOS is normally for short term projects and usually will be used to support "surge" requirements.

c. Soldiers who will reach the eighteen year lock-in for retirement purposes (sanctuary) will not be put on orders exceeding 30 days. This information will be verified using the RPAM automation system prior to being placed on FTNGDOS orders.

d. Soldiers on FTNGDOS will take the APFT every six months.

e. Soldiers will be rated by their chain of command with input from the ADOS supervisor. Each ADOS supervisor will provide input to the chain of command at least 15 days prior to the end of their rating period.

f. Soldiers on FTNGDOS will request and use all accrued leave prior to the termination of their orders. Under no circumstances will orders be extended to complete transition leave for the MOB AUG, FTE or Outreach programs. The sell of leave for other FTNGDOS duty is at the discretion of the J-3.

g. Soldiers on FTNGDOS are still eligible for deployments.

h. Work schedules are the discretion of the ADOS supervisor for mission accomplishment. Daily hours and schedules are left up to each section to determine. However, schedules should be similar to the full time employees in the respective section. Each Soldier is expected to work a minimum of eighty hours every pay period or two weeks.

i. Except in extremely rare circumstances FTM space allocations will not be amended for augmented personnel.

8. The Deputy Chief of Staff Operations (DCSOPS-J3) is the budgetary approval authority for all FTNGDOS tours except Mobilization Augmentee, FTE and the Outreach program. Funding requests for the approval of tours will be sent through command channels to the DCSOPS-J3. HRO is the approval authority all for personnel issues. The HRO will validate tour packets, maintain internal control measures of the FTNGDOS program and Soldiers must out-process through the HRO when their tour ends.

9. POC's are; HRO, COL Donald R. Conover at x1288; J1, COL Rondal L. Turner at x1265; J3, COL James H. Mathews at x1444.



DONALD C. STORM
Major General, KYNG
The Adjutant General

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